



# USER'S GUIDE TO THE HERNDON ZONING ORDINANCE

## 23. Fee Schedule

(See Zoning Ordinance § 78-201.2, *Establishment of Application Requirements, Schedule, and Fees*)

The Town of Herndon Zoning Ordinance User Guide series provides the public with general information on land use regulations affecting activities undertaken by the public and administered by the Herndon Department of Community Development. It is not intended to be a complete statement of all applicable regulations. Individuals are encouraged to contact the Department of Community Development at 703-787-7380 for complete permitting requirements.

<b>Zoning Ordinance Table 78-201.2(c)(3): Fees for Development Applications</b>		
<b>Type of Fee</b>		<b>Amount of Fee</b>
<b>1. ARCHITECTURAL REVIEW BOARD</b>		
a. new construction (includes landscape plan)		\$150
b. exterior alterations or additions to existing structures, accessory structures		\$150
c. sign permit application		\$75
d. amendments to approved permits		\$75
<b>2. HERITAGE PRESERVATION REVIEW BOARD</b>		
a. Certificate of Appropriateness for new construction (includes landscape plan) or demolition		\$150
b. Certification of Appropriateness for exterior alterations or additions to existing structures, accessory structures		\$150
c. Sign Permit application		\$75
d. amendments to approved Certificates of Appropriateness		\$75
e. application for a Certificate of Appropriateness, residential use, other than new construction		\$1
<b>3. BOARD OF ZONING APPEALS</b>		
a. single variance request		\$100
b. each additional section variance request		\$25
c. appeal		\$100
<b>4. BONDING FEES</b>		
a. performance bond		\$250
b. letter of credit		\$250
c. conservation cash escrow agreement		\$250
d. request for extension of time for performance bond contract		\$400
e. request for reduction of the amount of a performance bond, letter of credit or cash account		\$600
f. request to replace a performance bond, letter of credit or cash account		\$250
g. performance bond, letter of credit or cash account contract		\$250
h. request to waive the requirement for submittal of a maintenance bond		\$75
<b>5. COMPREHENSIVE PLAN AMENDMENT</b>		\$1,000 per request
<b>6. ZONING MAP AMENDMENT</b>		
a. application		\$5,000 plus \$250 per nearest quarter of an acre
b. for planned development: request to extend time period of approval (prior to expiration of approval)		\$2,500 plus \$250 per nearest quarter of an acre
c. for planned development:	request to amend uses listed in approved proffers	\$300

<b>Zoning Ordinance Table 78-201.2(c)(3): Fees for Development Applications</b>		
<b>Type of Fee</b>		<b>Amount of Fee</b>
c. for planned development (cont):	request for modification	\$300 per section of the Zoning Ordinance for which a modification is requested
d. request to waive time limit for re-application for Zoning Map Amendments		\$100 per request
<b>7. OTHER REVIEWS WHETHER SUBMITTED SEPARATELY OR CONCURRENTLY WITH ANOTHER APPLICATION</b>		
a. Traffic Impact Study review (as required)		\$500 plus one half of town consultant fee, if consultant review is required
b. minor water quality impact assessment (as required)		\$50
c. major water quality impact assessment (as required)		\$500
d. request for an exception to the provisions of Chesapeake Bay Preservation Area Overlay District (§ 78-304.4(l))		\$100
e. request for an administrative waiver of the provisions of Chesapeake Bay Preservation Area Overlay District (§ 78-304.4(m))		\$100
f. request for approval of a site specific delineation for the Resource Protection Area as provided in the Chesapeake Bay Preservation Area Overlay District (§ 78-304.4(e))	For an area of less than 5,000 square feet	\$50
	For an area of 5,000 square feet or more	\$500
g. floodplain study		\$1,000 plus one-half of town consultant fee, if consultant review is required
<b>8. SPECIAL EXCEPTION</b>		
a. application: residential uses		\$300
b. application: use categories of Education, Government Facilities, or Institutional and Community Service		\$300
c. application: all other nonresidential uses with no site alterations and no alterations to the size of the affected building		\$300
d. application: all other nonresidential uses with site alterations or alterations to the size of the affected building		\$1,500
e. request to extend time period of approval (prior to expiration of approval), all uses		\$300
f. request to waive time limit for re-application		\$100 per request
<b>9. SITE PLAN</b>		
a. application fee for Site Plans that require a public hearing (including certain revisions)		\$2,000 plus \$250 per nearest quarter of an acre
b. application fee for plans that may be approved administratively (including certain revisions and Minor Site Plans) except Single Lot Development Plans, Temporary Use Site Plans, and Building Location Surveys		\$200 per plan sheet
c. Other fees for all Site Plans (except single lot development)		
i. resubmission		\$200 per plan sheet changed
ii. request to extend time period of approval (prior to expiration of approval)		See Site Plan application
iii. waiver request		\$200 per section of the Zoning Ordinance or Public Facilities Manual for which waivers are requested
iv. construction: bituminous surface		\$0.51 per square yard
v. construction: curb and gutter		\$0.92 per linear foot
vi. construction: header curb		\$0.92 per linear foot
vii. construction: sanitary sewer		\$2.34 per linear foot

<b>Zoning Ordinance Table 78-201.2(c)(3): Fees for Development Applications</b>	
<b>Type of Fee</b>	<b>Amount of Fee</b>
viii. construction: screening	\$2.34 per linear foot
ix. construction: sidewalk	\$1.35 per linear foot
x. construction: storm drainage	\$4.39 per linear foot
xi. construction: TV inspection of pipe	\$2.32 per linear foot
xii. construction: waterline	\$1.75 per linear foot
xiii. construction: bioretention facilities (rain gardens)	\$250 per facility
xiv. construction: over lot grading and surface drainage	\$200 per division of land or per disturbed acre whichever is the higher total
xv. construction: stormwater detention and Best Management Practice (BMP) measures other than rain gardens	\$1,000 per measure to be evaluated
xvi. construction: streetlights	\$50 per light
xvii. construction: inspection following a violation	\$160 per inspection
xviii. plat and deeds of easement or dedication	\$200 per plat
xix. grading plan (not part of a Site Plan)	See Chapter 26, Article III, Section 26-51, <i>Issuance of Land Disturbing Permit</i>
xx. as-built site plan	\$50 per sheet
d. single lot development	
i. initial submission	\$750
ii. second submission	None
iii. third and successive submissions	\$100
e. Building Location Survey	\$25
f. Temporary Use Site Plan	
i. for uses of less than 90 consecutive days in duration	-0-
ii. for uses of 90 days duration of longer	\$75
iii. resubmission	\$75
iv. waiver request of zoning provisions other than submittal requirements	\$75 per section of the Zoning Ordinance or Public Facilities Manual for which a waiver is requested.
<b>10. PRELIMINARY SUBDIVISION PLAN</b>	
a. application: one through five lots	\$750 plus \$30 per lot, parcel or out lot
b. application: six through ten lots	\$1,000 plus \$30 per lot, parcel or out lot
c. application: more than ten lots	\$1500 plus \$30 per lot, parcel or out lot
d. resubmission	\$200 per plan sheet changed
e. revision to an approved preliminary subdivision plan	See preliminary subdivision plan application
f. request to extend time period of approval (prior to expiration of approval)	See preliminary subdivision plan application
g. subdivision chapter waiver request	\$200 per section of the Subdivision Ordinance or Public Facilities Manual for which waivers are requested
<b>11. SUBDIVISION SITE PLAN</b>	
a. first submission	\$1,000 per acre, plus \$250 per quarter acre
b. resubmission	\$200 per plan sheet changed
c. revision not requiring Town Council approval (following approval)	\$200 per plan sheet changed
d. construction: curb and gutter	\$0.92 per linear foot
e. construction: linear feet of street	\$1.20 per linear foot
f. construction: sidewalk	\$1.35 per linear foot

<b>Zoning Ordinance Table 78-201.2(c)(3): Fees for Development Applications</b>		
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g. construction: sanitary sewer		\$2.34 per linear foot
h. construction: storm drainage		\$4.39 per linear foot
i. construction: TV inspection of pipe		\$2.32 per linear foot
j. construction: waterline		\$1.75 per linear foot
k. construction: bioretention facilities (rain gardens)		\$250 per facility
l. construction: over lot grading and surface drainage		\$200 per division of land or per disturbed acre, whichever is greater
m. construction: stormwater detention and Best Management Practice (BMP) measures other than rain gardens		\$1,000 per measure to be evaluated
n. construction: streetlights		\$50 per light
o. construction: inspection following a violation		\$160 per inspection
p. sketch plan		\$0
q. rough grading plan (not otherwise part of a subdivision application)		See Chapter 26, Article III, Section 26-51, <i>Issuance of Land Disturbing Permit</i>
<b>12. SUBDIVISION PLATS</b>		
a. final subdivision plat and deed, first submission		\$300 plus \$30 per lot
b. request to extend time period of approval of final subdivision plat (prior to expiration of approval)		\$200 per plat
c. correction of recorded plat		\$200 per plat
d. plat and deed of condominium		\$300 plus \$30 per subdivided lot
e. plat and deed of easement (creation, relocation, dedication, vacation)		\$200 per plat
f. plat and deed of vacation of right-of-way		\$150 per plat
g. plat and deed of lot line adjustment		\$250 per plat
h. plat and deed of consolidation		\$250 per plat
i. plat and deed resubmissions		\$100 per document changed
<b>13. REQUEST FOR THE ZONING ADMINISTRATOR TO GRANT AN ADMINISTRATIVE ADJUSTMENT</b>		\$50 per building affected by the request
<b>14. ZONING VERIFICATION LETTER</b>	single-family dwelling or an undeveloped parcel of land zoned for single-family detached uses	\$50
	all other property or uses	\$300
<b>15. ZONING INSPECTION PERMIT</b>		\$25 per inspection
<b>16. FEE FOR REGISTRATION TO RECEIVE NOTICE OF ZONING AND SUBDIVISION APPLICATIONS</b>	By U. S. mail	\$25 per year
	By electronic mail	\$10 per year

Note: Other chapters of the Herndon Town Code include fees additional to those listed in Chapter 78, *Zoning Ordinance*. See Chapter 10, *Buildings and Building Regulations*, for fees related to Building Permits. See Chapter 26, *Environment*, for fees related to land disturbance and erosion and sediment control. See Chapter 66, *Streets, Sidewalks and Certain Other Public Places*, for fees related to work in the rights-of-way. Additional fees elsewhere in the Town Code may apply.

## Need more information?

Have a question regarding required permits, the permit process, or application requirements? Call or make an appointment to see a member of staff in the **Department of Community Development at 703-787-7380**.

Have a question regarding Building Permits or construction codes? Call or make an appointment to see the **Building Official at 703-435-6850**.

Visit the Town of Herndon on the web at [www.herndon-va.gov](http://www.herndon-va.gov) for the Zoning Ordinance User Guide series or to access the Town Code. Town offices are located at the Herndon Municipal Center at 777 Lynn Street, Herndon, Virginia, 20170.

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